

State of Rhode Island
Department of Administration

INTER-OFFICE MEMORANDUM

Office of Accounts and Control

**TO: Chief Payroll Officers
All State Agencies**

DATE: June 30, 2009

**FROM: Louise M. Anderson
Associate Controller - Operations**

**SUBJECT: Payroll Sign-Off For Pay Period #1 Ending 7/4/09
CPO 10-01**

To ensure the timely processing of payrolls, you are required to "sign off" on all payrolls **no later than 2:00 pm on Tuesday, July 7, 2009.**

Payroll accounts can be transmitted on Friday, July 3, 2009 for agencies that have few exceptions.

The cooperation of each department and agency to adhere to the above schedule would be greatly appreciated.

MAL/lma